



CEU Request Guidelines

May 2012

Eligibility:

The National Association for College Admission Counseling (NACAC) is a National Board of Certified Counselors (NBCC) Approved Continuing Education Provider (ACEP™) and can grant Continuing Education Units (CEUs) for National Training for Counselors and Mentors (NT4CM) events according to NBCC procedures.

States participating in NT4CM can provide training attendees with CEUs if approved modules are offered in their entirety. Participating states cannot offer CEUs if the information contained within any NT4CM module is replaced or deleted.

States are permitted to include additional information to NT4CM modules or rearrange the order in which modules are presented; however, with the exception of Module VI: State Aid, the additional information added to modules is not eligible for credit. **If states are interested in offering CEUs for Module VI: State Aid, the final version of the presentation must be emailed to pdadmin@nacacnet.org at least ten (10) days prior to the training.**

Clock hours are awarded for the actual length of the approved event as indicated on the Training Session Information form. Breaks in excess of ten (10) minutes must be subtracted from the total number of hours. For example, a three (3) hour presentation with a 15-minute break should be counted as 2.75 clock hours of credit. Ten (10) clock hours equals one CEU.

Attendees must stay for the full module for which they want to earn CEUs and will not receive CEUs for partial attendance of a module.

All NT4CM module trainers are required to view the 2012-13 Train the Trainers Webinar in its entirety.

Responsibilities of Participating States:

At least fourteen (14) days prior to the NT4CM training, participating states must identify their interest in providing CEUs via the Training Session Information form submitted to nt4cm@ed.gov and pdadmin@nacacnet.org. Please note that NACAC cannot grant retroactive CEUs for NT4CM events.

NACAC will provide states with a "Continuing Education Report Log Form" that will serve to monitor continuing education participation and as a certificate of attendance to the event. The participating states must share the form with NT4CM trainers, who will distribute the form to training participants. Approved modes of distribution are sending the form via e-mail to registered attendees before the training, or providing hard copies of the form at the training site.

Participating states are responsible for monitoring participation in continuing education activities by providing attendees with two (2) copies of the "Continuing Education Report Log Form," one (1) to be returned to the state organization to corroborate participation and one (1) for the participants' records.

All attendees must receive an official NT4CM evaluation form (or link to complete the electronic survey) at the conclusion of module instruction.

Within **sixty (60) days** of program completion, the following must be sent to pdadmin@nacacnet.org:

1. A roster of all program participants
2. The number of CEUs awarded per participant (tallied from the CEU log forms collected from each participant)
3. An evaluation summary

NACAC reserves the right to revoke CEU credits for the current event and deny future CEU requests for failure to follow these procedures.

If you have questions about earning CEUs for NT4CM programs, please contact NACAC's Department of Education and Training at pdadmin@nacacnet.org or 703/299-6830.